

RAAUZYUW RUDIDFE0001 0891236-UUUU--RHMCSUU.

ZNR UUUUU

R 301236Z MAR 06 ZYB

FM DFAS INDIANAPOLIS IN//ADIP//

TO AIG 4579

INFO DFAS INDIANAPOLIS IN//ADIP//

BT

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MSGID/GENADMIN/DFAS-ADIP//

SUBJ/COLLECTION PROCEDURES FOR TRADEMARK LICENSING (ACCTG POL IMPL  
MSG 06-24)

A. MEMO, OUSD, SEP 12, 2005, CLEARING ACCOUNT FOR TRADEMARK LICENSING.

B. MEMO, OASD, SEPTEMBER 19, 2005, DEPOSIT OF FEES INTO TRADEMARK  
LICENSING CLEARING ACCOUNTS.

1. REFERENCES A AND B ESTABLISHED GUIDANCE FOR THE CLEARING ACCOUNT  
FOR TRADEMARK LICENSING. THIS MESSAGE PROVIDES PROCEDURES REGARDING  
THE COLLECTION OF LICENSING FEES FOR THE INDIANAPOLIS NETWORK.

CURRENTLY THERE ARE TWO ARMY ACTIVITIES COLLECTING LICENSING FEES, U.S  
ARMY ACCESSIONS COMMAND AND ASSISTANT SECRETARY OF THE ARMY (ASA)  
MANPOWER RESERVES. IT IS EXPECTED THERE WILL BE MORE IN THE FUTURE.

2. THE LINE OF ACCOUNTING (LOA) FOR TRADEMARK LICENSING WILL BE 21 (OR  
97) F 3875.002\*, WHERE \* IS THE LAST DIGIT OF THE FISCAL YEAR. U.S. ARMY  
ACCESSIONS COMMAND WILL USE OPERATING AGENCY (OA) 38, FISCAL STATION  
NUMBER (FSN) 017019 AND DPI CODE 5G. ASA MANPOWER RESERVES WILL USE  
OA 22, FSN 023185 AND DPI CODE RA. THESE CODES WILL ALLOW TRACKING OF  
COLLECTED FUNDS. AS OTHER ACTIVITIES BEGIN TO MAKE COLLECTIONS, DFAS-  
IN DIRECTORATE FOR NETWORK OPERATIONS (DNO) WILL PROVIDE THE SPECIFIC  
ACCOUNTING CODES.

3. ALL CASH COLLECTIONS SHOULD BE FORWARDED TO THE ADDRESS BELOW,  
AND HAVE A CASH COLLECTION VOUCHER (DD FORM 1131) ATTACHED TO ENSURE  
PROPER CREDIT TO APPROPRIATE ACCOUNTING LINE/LINES. A SAMPLE DD FORM  
1131 IS AVAILABLE ON THE INTERNET UNDER IMPORTANT INFORMATION. THE DD  
FORM 1131 MUST CONTAIN THE ACCOUNTING DATA UNIQUE TO YOUR ACTIVITY  
IAW PARAGRAPH 2 ABOVE. THE ADDRESS IS:

[HTTPS://DFAS4DOD.DFAS.MIL/CENTERS/DFASIN/LIBRARY/POLICY](https://dfas4dod.dfas.mil/centers/dfasin/library/policy).

PROPER PROCEDURES FOR FILLING OUT THE FORM ARE LISTED BELOW:

A. WHEN MAILING THE DD1131 FORM, PROVIDE AN ORIGINAL AND ONE COPY  
WITH CHECK, MONEY ORDER, OR DEPOSIT TICKET.

B. ENSURE THE COMPLETE ACCOUNTING LINE/LINES ARE ON THE DD1131. IF  
UNSURE OF THE ACCOUNTING LINES CONTACT YOUR BUDGET  
PERSON/ACCOUNTING OFFICE OR THE DNO POC BELOW.

C. ENCLOSE A SELF- ADDRESSED ENVELOPE WITH THE DD1131 SO WE CAN  
RETURN A COPY OF THE PROCESSED DD1131.

D. INCLUDE ON EACH COLLECTION A POC AND TELEPHONE NUMBER IN CASE WE  
NEED TO CLARIFY A PROBLEM. ALL CHECKS/DEPOSITS RECEIVED WITHOUT THIS  
INFORMATION ARE RETURNED TO CUSTOMER TO FILL OUT DD1131 FORM AND MAIL  
BACK TO DNO.

E. FILL IN THE LOA IN THE FAR RIGHT COLUMN LABELED ACCOUNTING. THIS  
ACCOUNTING DATA MUST BE IAW PARAGRAPH 2 ABOVE.

4. MAILING ADDRESS:

DFAS-IN DNO

COLLECTIONS DEPT 3400

8899 EAST 56TH STREET

INDIANAPOLIS IN 46249-3400

5. POCS:

A. DNO, 317-510-3921.

B. ACCOUNTING PROCEDURES, 317-510-3380.

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